

**STATE OF CALIFORNIA
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
DUTY STATEMENT**

Employee Name	Classification Name	Position Number
Vacant	AGPA (12 Month LT)	016-010-5393-002
Division/Unit	Date	Prior Incumbent Prior Pos # (if applicable)
Executive Office		

SUMMARY OF RESPONSIBILITIES

Under the direct supervision of the Deputy Director of Administration, the incumbent is part of the team that supports the Director, Chief Deputy Director, Deputy Director of Administration, Leg. Director/PIO, and Staff Counsel with special projects related to the Community Services Block Grant (CSBG), Low-Income Home Energy Assistance Program (LIHEAP), Department of Energy Weatherization Assistance Program (DOE WAP) and Lead Hazard Reduction Program (Lead), and related programs including the American Recovery and Reinvestment Act of 2009 (ARRA). The incumbent will perform research and analysis and develop recommendations for the Executive Office and carryout other assigned activities in the advancement of the department's policy and program objectives, including but not limited to: development, implementation and evaluation of strategic discretionary grant making; program-related outreach to contractors and other partners and stakeholders; support the work of department-sponsored task forces of CSBG-funded and Energy-related organizations; workshop and training preparation and presentation; and administrative strategies to improve the department's programmatic and fiscal monitoring and training and technical assistance as required by Federal and State laws and regulations and CSD regulations. The incumbent may serve as a team lead and will be a member of the Executive Support Team on special projects that require the participation of other CSD staff, and will work collaboratively with all Executive Office staff on a regular basis, and with Community Services Division and Energy Division staff on a per project basis.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

Duties include, but are not limited to, the following:

- 40% Research, analysis and development of policy and program recommendations, both oral and written, for the Executive Office on matters related to the CSBG and Energy Programs and other community services. Conducts analytical studies and prepares issue memos containing findings and/or recommendations, and impact statements on issues that include, but are not limited to, the implementation and administration of service delivery contracts statewide; and conduct legislative analysis. Incumbent will also develop special reports in response to inquiries from the Governor's Office, legislative policy and fiscal committees, control agencies, members of the public and CSD Executive Staff.
- 40% Assist in the coordination of special projects for Executive Staff (i.e., 24/7 management and program tracking systems; Talking Points; briefing papers, Fact Sheets, promotional, public relations and media materials).
- 20% Assist in the development, research, and gathering of information for archive records; respond to special investigative requests from outside federal and state agencies.

Supervision Received:

Incumbent receives direct supervision from the Deputy Director of Administration and will also receive direction from the Director, Chief Deputy Director, Leg. Director/PIO, and Staff Counsel. Assignments from Executive Staff will be coordinated and monitored by the Chief Deputy Director and the Deputy Director of Administration to prioritize and schedule assignments and avoid workload conflicts for the incumbent.

Supervision Exercised:

None

Administrative Responsibility:

Adhere to all applicable Federal and State law and/or regulations related to contracts that include the Community Services Block Grant (CSBG), Low-Income Home Energy Assistance Program (LIHEAP), Department of Energy Weatherization Assistance Program (DOE WAP) and Lead Hazard Reduction Program (Lead). Also adheres to departmental and unit policies and procedures.

Personal Contacts:

The incumbent is in daily contact with departmental executive, management and program staff. Interactions with CSD's contractor network and other Federal and State agency personnel involving sensitive matters are subject to Executive Office direction.

Actions and Consequences:

Failure to comply with or assure compliance with applicable Federal or State law regulations, and other contract requirements may result in the loss of funding, ineffective services to contractors and the low-income population served.

Performance Expectations:

- Interaction and coordination with the Executive Directors and key staff of local network of service providers.
- Analysis and development of recommendations which may affect the distribution of CSBG funds in support of employment, food distribution, housing, transportation, education, childcare, health and at-risk youth services as well as weatherization, cash assistance, HEAP and related programs.
- Access to sensitive and/or confidential information in the Executive Office.
- Specific training and/or technical assistance to correct administrative and/or programmatic deficiencies.
- Necessary research to prepare drafts of policy statements and memorandums.
- Develop Talking Points and Fact Sheets.

Characteristics:

- Customer Service – Personifies CSD’s number one objective, which is to provide clear, correct, courteous, complete, concise and competent services to all internal and external customers.
- Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles. Demonstrates the highest professional and legal ethics.
- Teamwork – Cooperates to achieve the department's mission, vision and goals by leading and actively contributing to intradepartmental project teams.
- Accountability – Makes decisions and remains accountable for those decisions.
- Reliability – Understands the importance of meeting timelines and work priorities.
- Adaptability – Ability to adapt in a fast-paced and changing workload environment.

Job Requirements:

The incumbent is required to perform the essential functions of the position including the ability to sit, stand, speak, hear, see, type, use a personal computer, read, comprehend and follow written instructions, manuals and correspondence, and use reasonable judgment and logic, and travel.

Supervisor’s Signature

Date

Title

I have read and understand the duties assigned as described above.

YES

NO

Can you perform the essential functions of the position with or without reasonable accommodation?

(If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request Form from the Human Resource Office, Reasonable Accommodation Coordinator.)

Signature of Incumbent

Date